



COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY

NO. 01 **ISSUE 01**

PAGE 1 of 2
EFFECTIVE: 03-13-2012

New

SUBJECT: PSD LOCK DOWN PROCEDURE

APPROVED

Ron Griffin
BY: Ron Griffin, Director

PURPOSE: To provide clear guidance to Preschool Services Department (PSD) staff in the event of a mandatory "Lock Down" due to a threat of potential harm to the children, staff, parents, and other volunteers inside any PSD facility.

POLICY: It is the policy of PSD to maintain a safe environment for children, parents, staff, volunteers and others who may be visiting a PSD facility. PSD staff will follow all lock down procedures during any event which requires a "lock down" of the facility such as shooting, hostage incident or intruder.

REFERENCES: Head Start Performance Standards- Subpart B, 1304.22 Early Childhood Development and Health Services.

PROCEDURE: In addition to the agency emergency procedures for Earthquake and Fire Drill, site staff will follow the procedure below in a "lock down" situation:

- In the event of an emergency resulting in a call for "lock down" of PSD facilities, site Supervisor or staff designee adhering to the advice of authorities will announce the "Lock-Down" over the Public Address (PA) system or other designated system. The alert will be made using a pre-selected code, word, or sound.
- Site Supervisor will immediately contact available Program Manager or Deputy Directors and if they are unable to contact the people named above; Site supervisor will contact PSD human resource for assistance and directives.
- The Site Supervisor will communicate with parents based on the directive received from Management.
- The custodian or designee will secure building entrances, ensuring that no individual is allowed to leave or enter the building; doors are not to be unlocked for anyone during a lock down. Doors are to remain locked until the "lock down" is lifted or cleared by the authorities.

- All children are kept in classrooms or other designated locations that are safe and away from the danger and be supervised at all times.
- Teaching staff will check and count children ensuring that all children are accounted for and sign in and out sheet matches the number of children present and no one leaves the classroom.
- Staff and children remain in a locked classroom, dimmed lights, and the window shades all covered. Teaching staff will engage children in quiet story time activities until the lock down is lifted.
- Site Supervisor will be in communication with Administration for progress or update of the situation as information is received from the authority in charge of the situation.
- Site Supervisor will notify all staff when the lock down is lifted by the law enforcement or the authority in charge. Supervisor will also inform the Program Manager and administration of the clearance.
- Staff will call parents to inform them that the "lock down" is cleared for pick up or drop off of children.
- In the event of a mandated "lock down" at Administration or Butler building, staff should follow the directives from the building coordinator and the law enforcement authority that is in charge of the situation.

Please note: The Site Supervisor is responsible to contact the local Police Department to ensure they are aware of the PSD school site location(s).